

PCPN# FY04-21 CITIDIRECT UPDATE REGARDING THE NEW AD HOC CALLED CITIBANK CUSTOM REPORTING SYSTEM (CCRS)

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs, and CHs IN YOUR HIERARCHY.

The new Citibank Custom Reporting System (CCRS) operates differently than the previous ADHOC system. The mentioned changes below are high-lighted because the differences will affect your usage of the system.

1. CCRS data now matches the CitiDirect data. The ADHOC system had a lag on real time data of one day and the new system, CCRS has a lag time of two days.
2. End of cycle reports that were previously available on the 22nd of the month will not be available until the 23rd of the month. This includes the DON Purchase Card End of Cycle delinquency report that our office forwards to the level 3 APCs and posts to the DON eBusiness website.
3. There are a few reports, such as the Delinquency Report, that have not yet been uploaded to the new system but should be available under the DON reports by the end of the cycle.
4. Currently the CCRS system is only available from a separate URL. When selecting the ADHOC report menu item, the system will re-route you to the new CCRS URL. In the near future, Citibank will implement a single sign on which means you will only have to logon once to access both systems.
5. CCRS User's Guide, Quick reference, and Attribute Definitions are posted on the DON eBusiness website. www.don-ebusiness.navsup.navy.mil. Click on "Card Management" Click on "Financial Cards" Click on "Purchase Card" Scroll down and click on "CitiBank forms and Information".
6. When writing queries for transaction level data, always include the attribute DB Reference Table as a unique identifier to ensure all transactions are retrieved.

Please do not hesitate to contact Citibank if you require assistance with CCRS at 1-800-790-7206 (option #2).

Please do not hesitate to contact our office if you require assistance with the DON Purchase Card Program at purchase_card@navsup.navy.mil.